
**Temporary Assistance for Needy
Families Program
Program Instruction**

U.S. Department of
Health and Human Services
Administration for Children and Families
Office of Family Assistance
Office of Planning, Research & Evaluation
Washington, D.C. 20447

Memorandum No. TANF-ACF-PI-2002-01

Date: February 7, 2002

TO: State Agencies Administering the Temporary Assistance for Needy Families (TANF) Program and Other Interested Parties

SUBJECT: FY 2002 TANF High Performance Bonus (HPB): New Reporting Requirements

REFERENCES: Sections 403(a)(4) and 411 of the Social Security Act, TANF-ACF-PI-97-6, PI-98-1, PI-98-5, PI-99-1, PI-99-5, and PI-2000-5

PURPOSE: The purpose of this Program Instruction is to provide State agencies with (a) new reporting requirements for the work measures, (b) the electronic transmission file layouts for submitting the work measure information and the Federal system edits, and (c) a form for reporting the FY 2002 measures in which the State is competing.

BACKGROUND: Section 403(a)(4) of the Social Security Act makes \$1 billion available over a 5-year period to reward States that achieve high performance in meeting the purposes and goals of the TANF program. The formula for awarding funds and the work measures for the first three years of the High Performance Bonus (HPB) awards (FY1999 through FY 2001) were issued via guidance noted above. On August 30, 2000, the Department of Health and Human Services issued final regulations on bonuses to reward States on high performance in the TANF program beginning in FY 2002.

This Program Instruction describes the new reporting requirements for the work measures and provides the electronic transmission file layout a State must use on both adult TANF and SSP-MOE recipients if it wishes to compete on any of the work measures in §270.4. We will produce unduplicated quarterly files from this information and match them separately with the data on the National Directory of New Hires (NDNH) at the Federal level.

The NDNH database, in addition to wage data on new hires, includes wage data compiled by the State Employment Security agencies and Federal employment data. The match will provide the necessary work performance information to rank States on all work measures. Starting with the FY 2002 HPB awards for the work measures, we will use the NDNH matched data for the performance year (FY 2001) and the

comparison year (FY 2000). This will ensure that the rates on the work measures are based on the most uniform, objective, and reliable data available.

ACTION:

If a State chooses to compete for the FY 2002 HPB awards on the performance work measures, i.e., job entry and success in the work force, it must collect quarterly and transmit semiannually the following identifying information on all TANF and SSP-MOE adult recipients in each month of each quarter for FY 2001: Social Security Number (SSN), case number, and report month and year.

If the State also chooses to compete on improvement in any work measure for the FY 2002 HPB awards, it must collect and transmit semiannually the same information as noted above on all TANF and SSP-MOE adult recipients in each month of each quarter for FY 2000. Every effort should be made to obtain SSNs for each recipient. If an SSN can not be obtained, enter 000000000 as the SSN.

Two electronic files must be transmitted for each fiscal year, each consisting of data for two quarters (quarters 1 and 2 in one file, and quarters 3 and 4 in the second file). Separate files must be collected for TANF and for SSP-MOE adult recipients. Each quarter must contain a separate header record followed by detailed records and ending with a trailer record summary. Transmission file names and layouts are provided in Attachment 1, Part 1.

In order to meet the requirements of the 1974 Privacy Act (5.U.S.C. §552a), States must transmit these files using either "Connect Direct" or "File Transfer Protocol" (FTP). States that use FTP can download a software computer program that will encrypt the SSN's of the recipients.

To ensure that the transmission files (TANF and SSP-MOE) include all adult recipients each month, we will first compare the monthly totals of the transmission files with the monthly numbers in the TANF and SSP-MOE Data Reports. The monthly numbers of TANF adult recipients is shown in Item 13, Section 3 of the TANF Data Report. The monthly numbers of SSP-MOE adult recipients is shown in Item 8, Section 3 of the SSP-MOE Data Report. We may set a tolerance for small differences, depending on the results of these comparisons.

We will match the FY 2000 transmission files with the NDNH database first. Thus, States that plan to compete for the FY 2002 HPB improvement measures must submit the FY 2000 data files first. Since each unduplicated quarterly file will be matched only one time, it is crucial that transmission files be submitted on time. **No additional data will be accepted after the required submittal due dates.**

We will process transmission files overnight. An e-mail report, including invalid edits for correction, will be sent to each State. After correction, the State must retransmit each entire quarter of data (with corrections) as soon as possible, but no later than 5 days from the date on the e-mail. Thus, States should allow for the receipt of these retransmission reports before sending in additional files. **Do not retransmit any quarter of data that had no data discrepancies.**

FY 2002 State Competing Measures

Section 270.11(a) specifies that each State must submit a list of measures on which it wishes to compete by February 28 of each bonus year. States may use Attachment 2 to indicate the FY 2002 HPB measures for which they are competing. (See §270.4.)

**EFFECTIVE
DATE:**

Immediately

**SUBMISSION
DATES:**

A. Transmission Files:

<u>FY 2000</u>	<u>Quarter</u>	<u>Due Date</u>
File 1	Q. 1 (Oct.-Dec. 1999) }	
"	Q. 2 (Jan.-Mar. 2000) }	----- March 15, 2002
File 2	Q. 3 (Apr.-June 2000) }	
"	Q. 4 (July-Sept. 2000) }	-----April 5, 2002

<u>FY 2001</u>	<u>Quarter</u>	<u>Due Date</u>
File 1	Q. 1 (Oct.-Dec. 2000) }	
"	Q. 2 (Jan.-Mar.-2001) }	-----May 1, 2002
File 2	Q. 3 (Apr.-June 2001) }	
"	Q. 4 (July-Sept. 2001) }	-----June 1, 2002

B. FY 2002 State Competing Measures-----February 28, 2002

Transmission Files should be submitted to ACF, Office of Planning, Research, and Evaluation (OPRE). The FY 2002 report of State Competing Measures should be submitted to OPRE with a copy to the appropriate HUB Director/Regional Administrator.

ATTACHMENTS: 1. Form ACF-300: Electronic Transmission File Layouts and Federal System Edits on Work Measures.

2. FY2002 List of State HPB Competing Measures.

INQUIRIES Inquiries should be directed to the appropriate HUB Director/Regional Administrator.

/s/

Andrew S. Bush
Director
Office of Family Assistance

/s/

Howard Rolston
Director
Office of Planning, Research, and Evaluation